

What is claimed is:

1. A method to organize and track information such as things-to-do comprising the steps of:
  - inputting the information, such as a person or a company's name, telephone number, follow up dates, priority, and task number, into appropriate fields in a database;
  - querying the database base on the current date;
  - retrieving the records with follow up dates earlier than the current date;
  - sorting the retrieved records based on and in the order of the follow up date, priority, and task number; and
  - presenting the sorted records for viewing;
  - wherein a person may make efficient critical decisions based on the information presented.
2. A method to organize and track information such as things-to-do as in claim 1 wherein the retrieved records are sorted based on and in the order of priority, follow-up date, and task number.
3. A method to organize and track information such as things-to-do comprising the steps of:
  - inputting information, such as a person or a company's name, telephone number, follow up dates, priority, and task number, into appropriate fields in a database;
  - querying the database base on a desired field;
  - retrieving the records with fields that match the queried criteria;
  - sorting the retrieved records based on and in the order of the follow up date, priority, and task number; and
  - presenting the sorted records for viewing;

wherein a person may make efficient critical decisions based on the information presented.

4. A method to organize and track information such as things-to-do as in claim 3 wherein the retrieved records are sorted based on and in the order of priority, follow-up date, and task number.

5. A method to organize and track information such as things-to-do comprising the steps of:

inputting information, such as a person or a company's name, telephone number, follow up dates, priority, and task number, into appropriate fields in a database;  
querying the database for records with follow up dates between two desired dates;  
retrieving the records with follow up date field that match the queried criteria;  
sorting the retrieved records based on and in the order of the follow up date, priority, and task number; and

presenting the sorted records for viewing;  
wherein a person may make efficient critical decisions based on the information presented.

6. A method to organize and track information such as things-to-do as in claim 5 wherein the retrieved records are sorted based on and in the order of priority, follow-up date, and task number.